

REQUEST FOR CITY ITEMS ONLY

FEES - NONREFUNDABLE

Effective January 1, 2016, the City of Ludington has established a nonrefundable fee structure for the rental of City items. Please see the attached Event Request form, and fill in the quantity requested for each item.

The established fees are for Organizations meeting one of the following criteria:

- 1.) Non Profit. Please provide tax ID # _____
- 2.) The Event is free to the Public.
- 3.) A Charity will receive all Net Profits and must be named at the time of application.

For Profit Events, the established fees will be doubled.

Once your requests have been submitted and approved, you will receive an invoice showing required fees, which is payable upon receipt. Payment may be made with check or cash. Please make check payable to: City of Ludington.

SECURITY DEPOSIT - REFUNDABLE

\$200.00 security deposit is required for each special event. Payment may be made with check or cash. Please make check payable to: City of Ludington. Please note this payment will be deposited.

The security deposit is returned if:

- 1.) All garbage containers have been emptied and turned upside down. It is up to the event coordinator to dispose of all garbage.
- 2.) All items are accounted for, have not been damaged and have been returned to the pick up location.

If any of these conditions have not been met, the security deposit may be forfeited, and it may also affect permission for future use of any City items.

BARRICADES ONLY

If your event requires barricades only, you can rent them which requires a \$50.00 refundable security deposit. You will be responsible for pick up and return. Please fill out separate form.

If you have any questions, please contact Julie Ledger at 231-843-2873.

2. Garbage containers are emptied and turned upside down and placed at the pick-up location along with all items rented.

NAME (PRINTED)

SIGNATURE

DATE

Revised 6/29/2016